



Responsible Employees & Campus Security Authorities Policy

Fuller Theological Seminary is committed to responding to reports of unlawful or prohibited discrimination or harassment in a timely manner. This includes reports of sexual violence, sexual harassment, or sexual misconduct, including sexual assault, domestic violence, dating violence, or stalking, as well as reports of violations of any of the seminary's policies against discrimination or harassment. To do this, employees who are identified as Responsible Employees have a *mandatory* duty to timely report such incidents to a Title IX & Discrimination Officer. Campus Security Authorities (CSAs) have a *mandatory* duty to timely report [Clery Crimes](#), including incidents of sexual assault, domestic violence, dating violence, or stalking, to the Department of Campus Safety by completing an online [Campus Security Authority Reporting Form](#).

The following provides a list of departments or positions that are currently considered Responsible Employees and/or Campus Security Authorities. Note that employees in positions or departments listed may be both a Responsible Employee and Campus Security Authority. Please keep in mind that the lists below are subject to change as functional responsibilities change. Every employee should also feel free to report incidents of unlawful or prohibited discrimination or harassment even if their position is not included on one of the lists below. The primary goal is to help keep Fuller a safe place for students, employees, and residents to learn, work, and live. Also provided below is a list of who is *exempt* from reporting as a Responsible Employee or Campus Security Authority.

RESPONSIBLE EMPLOYEES

Responsible Employees are mandated to report unlawful or prohibited discrimination or harassment, as well as retaliation, to their supervisor or a Title IX & Discrimination Officer (see contact info below). All administrators/managers, supervisors, and faculty (including adjuncts and affiliates) at Fuller are considered Responsible Employees, and have a mandatory duty to report the above incidents to a Title IX & Discrimination Officer. Anyone else who may be perceived by a member of the Fuller community to be able to take action on behalf of the seminary is also considered a Responsible Employee, even if he or she is not included on the following list.

List of Responsible Employees at Fuller

- Administrators/managers
- Advisors and counselors, such as vocational advisors, admissions counselors, and student financial services counselors
- Campus Safety employees and contract security
- Community Coordinators and Residential Community Team & Program Coordinators
- Faculty (including adjuncts and affiliates)
- Group leaders, such as vocation formation group leaders and apprenticeship group leaders
- Human Resources regular employees
- Student Engagement and Success regular employees
- Supervisors
- Title IX & Discrimination Officers
- Anyone who is perceived by a member of the Fuller community to be able to take action on behalf of the seminary

CAMPUS SECURITY AUTHORITIES (CSA)

Campus Security Authorities (CSAs) must report all crimes reportable under the Clery Act, including hate crimes, sexual assault, dating violence, domestic violence, and stalking. See [Clery Crimes and Definitions](#) for a complete list of Clery-reportable crimes and their applicable definitions. The report is made to Campus Safety, usually through an online [Campus Security Authority Reporting Form](#).

The definition of CSAs include:

- campus safety/security office
- administrators/leaders with significant responsibility for student and campus activities
- individuals responsible for monitoring access to buildings or residential areas (front desk responsibilities/community coordinator)
- individual offices designated to receive crime reports

List of Campus Security Authorities at Fuller

- Administrative faculty in any of the following departments/divisions/positions/roles
- Advisor to a student group/organization
- Brehm Center managers/administrators
- Campus Safety employees and contract security
- Chief Financial Officer

- David Allan Hubbard Library managers/administrators
- Deans, including assistant and associate deans
- Director of Auxiliary Services
- Director of Compliance & Risk Management
- Ethnic Center managers/administrators
- Executive Director of Fuller Psychological and Family Services
- Faculty advisor to a student group/organization
- Graduate Programs managers/administrators
- GRAMAR division managers/administrators
- Guest Center employees who help monitor access to the Guest Center:
 - Includes Director of Fuller Guest and Conference Center
 - Guest Relations Representatives
 - Operations Manager and
 - Reservation Specialist/Housekeeper Liaison
- Housing Services & Residential Community employees:
 - Includes Community Coordinators and
 - Team and Program Coordinators
- Human Resources regular employees
- Off-campus trip coordinators, such as faculty or managers/administrators accompanying students on a Fuller-sponsored trip
- Provost, including all assistant and associate provosts
- Regional Campus managers/administrators
- School-specific managers/administrators in any of our three schools (SIS, SOP, SOT)
- Student Engagement and Success regular employees
- Title IX & Discrimination Officers
- Vice President & Chief of Leadership Formation
- Vocation Formation managers/administrators

TITLE IX & DISCRIMINATION OFFICERS

- Nicole Boymook, Executive Director of the Office of Student Concerns
Title IX & Discrimination Officer for Students
nicoleboymook@fuller.edu | 626-584-5678
- BJ Barber, Executive Director of Human Resources & Organizational Development
Title IX & Discrimination Officer for Employees
bjbarber@fuller.edu | 626-584-5238

CONFIDENTIAL FULLER RESOURCES: EXEMPT FROM REPORTING

By law, schools may identify confidential resources, such as licensed clinicians operating in the role of licensed therapists or chaplains who are recognized pastoral counselors, which are exempt from mandated reporting. This allows an option for employees and students to share any instances of unlawful or prohibited discrimination or harassment, (including sexual assault, domestic violence, dating violence, or stalking), in a completely confidential way, and which will not be reported to anyone else on campus unless requested by the victim. Any reporting required by the Clery Act for the Annual Security Report would only be in aggregate, and would not identify any particular individual.

At Fuller, the current confidential resources are listed below:

- **Irene Rapp**, MS, LMFT, Director of Training, Fuller Psychological & Family Services, 626-584-5569, irenerapp@fuller.edu
- **Fuller Psychological & Family Services clinicians**, operating in that capacity, will also maintain confidentiality under their professional license, or that of their supervisor, 626-584-5555.
- **Seminary Chaplain(s)**, as recognized pastoral counselors or ordained clergy, maintain confidentiality in conjunction with their pastoral counseling duties, 626-584-5273.

CLERGY CONFIDENTIALITY?

While many Fuller administrators, faculty, and staff are ordained clergy, their role at the seminary takes precedence over whether or not they are Responsible Employees. For example, ordained administrators/supervisors and ordained faculty at Fuller, except for Seminary Chaplains or FPFS Clinicians while providing counseling, are Responsible Employees and therefore required to report applicable incidents to a Title IX & Discrimination Officer.

TRAINING REQUIREMENT

To ensure that Responsible Employees and Campus Security Authorities are aware of their duties, training will usually be provided on at least an annual basis. All Responsible Employees and Campus Security Authorities are expected to complete the training in a timely manner. Training records are typically maintained by the Compliance office.

QUESTIONS?

Please direct questions about this policy or as to whether you are a Responsible Employee to Nicole Boymook, the seminary's Title IX Coordinator, at titleix@fuller.edu or 626-584-5678. Questions about whether you are a Campus Security Authority may be directed to Teresa Lewis, the seminary's Clery Compliance Officer, at tlewis@fuller.edu or 626-584-5357.